

# **PART 8 -- REQUIRED SOURCES OF SUPPLIES AND SERVICES**

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## **SUBPART 8.4 - FEDERAL SUPPLY SCHEDULES**

### **8.405 Ordering procedures for Federal Supply Schedules.**

#### **8.405-5 Small business.**

(S-90) The agency's small business socioeconomic goals should be considered when ordering against the federal supply schedules, E-Buy or GSA government wide acquisition contracts.

(S-91) For orders against the federal supply schedule exceeding the simplified acquisition threshold, small business set-asides are the preferred method when market research has indicated that there is at least two or more small business schedule contractors that offer services which will meet the agency's needs.

#### **8.405-6 Limiting sources.**

(S-90) If SPE approval is required, then the AP and J&A shall be routed concurrently to the SPE for approval.

(S-91) Refer to [DARS PGI](#) 8.405-6(S-91) for the J&A template for FAR/DFARS/PGI Parts 8 acquisitions.

(S-92) See DARS 6.303-90 for requirements for modified justifications.

## **SUBPART 208.70 -- COORDINATED ACQUISITIONS**

### **208.7005 Military interdepartmental purchase requests (MIPRs)**

(S-90) MIPRs (DD Form 448/448-2) coded "MC" are used to transfer funds *within* DITCO- NCR. MIPRs coded "MZ" are used to transfer funds within DITCO-Scott. MIPRs coded "MR" are for outgoing transfer of funds between Federal Agencies (e.g., Air Force, Army, Navy, Marine Corp).

DARS Part 17.5 (Interagency Acquisitions Under the Economy Act) does not apply to MIPRs coded "MC" or "MZ."

(S-91) MIPRs (DD Form 448/488-2) used in accordance with DFARS Subpart 208.7004/7005 are coded "MR."

The Economy Act may apply to MIPRs coded "MR" and Reimbursable Agreement/Order for Services between Federal Agencies (ROs) (DISA Form 125). For determining Economy Act Applicability, go to the Interagency Acquisition Guide located at [https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=interagency\\_acquisition\\_guide](https://www.ditco.disa.mil/DitcoContractingTemplates/doku.php?id=interagency_acquisition_guide).

(S-92) The DD Form 448 and DD Form 448-2 are located at <https://www.ditco.disa.mil/contracts/SampleDocTemplates.asp>

(S-93) The requirements office is responsible for originating MIPRs/ROs and ensuring all required documents are completed and approved (e.g., D&F for Economy Act orders, support agreement, etc.) before submission to resource managers for funding cites. Attach all required documents to MIPRs/ROs (unless previously provided) and include mailing/handling instructions for the office of execution (e.g., indicate which documents need to be mailed with the MIPR/RO).

(S-94) The requirements office shall process all MIPRs/ROs.

(S-95) When support agreements are required, include the DISA support agreement number on the MIPR/RO.

(S-96) Resource managers must ensure support agreement numbers are cited (when applicable) before sending to the office of execution for certification.

(S-97) The office of execution shall not execute MIPRs/ROs without copies of all required documents/approvals. When D&Fs/support agreements are required, a copy shall be sent to the servicing agency as an attachment to the MIPR/RO in accordance with DARS 17.5 and the Interagency Acquisition Guide unless the servicing agency previously received copies.

## **SUBPART 208.74 - ENTERPRISE SOFTWARE AGREEMENTS**

### **208.7402 General.**

(S-90) All DoD Joint Enterprise License Agreements and DISA ELAs (J/ELA) executed through the DISA J/ELA Program Management Office (PMO) are mandatory if the requirement is within scope of the J/ELAs. This mandatory requirement includes purchases paid with a Government Purchase Card. All requirements packages are required to be staffed through the J/ELA PMO, prior to submission to PSD for processing. The Development and Business Center is responsible for the oversight of the

J/ELA PMO.

(S-91) Requirements for commercial software and related services, such as software maintenance, in accordance with the DoD Enterprise Software Initiative (ESI) shall not require a signed DD Form 2579 by the Office of Small Business Programs providing the contracting officer or ordering officer completes/signs a new DD Form 2579 for the contract file with the following justifying statement in Block 14:

“Purchase of commercial software and related services, such as software maintenance, in accordance with the DoD ESI shall not require a signed DD Form 2579 by the Office of Small Business Programs based on DFARS 208.7402.”

(S-92) To assist with the JELA scope determination, requirements officials may view the description for each JELA located at [https://www.ditco.disa.mil/contracts/ under ‘Premier Contracts’](https://www.ditco.disa.mil/contracts/under%20Premier%20Contracts).

## **208.7403 Acquisition procedures.**

(S-90) In accordance with DFARS PGI 208.7403(5)(iii), the designated management official is the DISA CIO.

(S-91) If requiring officials determine that the JELA supports their requirement, but there is an unusual or compelling circumstance to use another source, the waiver must be completed and submitted with the acquisition package. The waiver is located at [https://www.ditco.disa.mil/contracts/IT\\_instruct.asp](https://www.ditco.disa.mil/contracts/IT_instruct.asp).